

SECRET
Security Information

13 November 1953

TO : Chiefs, Field Bureaus
FROM : Acting Chief, FBIS
SUBJECT: Letter of Instructions

GENERAL

1. The main operations building at Santa Rosa, California, was approximately 25 per cent complete at the end of October. Antenna construction approximated 60 per cent completion, and miscellaneous site work was about 40 per cent complete. Transfer of West Coast Bureau from Reseda will be effected prior to the completion of all electronic installation at Santa Rosa, because further encroachment of private housing threatens additional reception interference at Reseda. The present target date for activation at Santa Rosa is July 1954.

2. USAF officials advised informally that the Air Force is considering alternate locations due to high costs involved in airfield construction at Bolo Point, Okinawa. Part of this cost represents relocation of the FBIS Okinawa Bureau from Bolo to Sobe. In view of increasing uncertainty as to the necessity for relocating, Okinawa Bureau has curtailed technical planning therefor.

3. Electronic installation in five new monitoring positions at the Mediterranean Bureau was completed. The additional positions will further increase the Bureau's capability for coverage of Central Asia and other critical areas. Work on modernization and standardization of the electronic installation in the main radio central room at the Mediterranean Bureau is in progress.

4. The Chief Engineer's office, FBID, in conjunction with operational facilities at the East Coast Bureau, conducted further tests of magnetic belt recording and transcribing equipment. The aim is to find the best available basic equipment on which requirements for future field monitoring equipment may be based.

7. Two Russian monitoring positions were added to the T/O of the Hokkaido Bureau. This is in accordance with the recommendations of the Pakistan Survey Report. Candidates for these positions were hired in Hong Kong and are presently in training in Okinawa. The Hokkaido Bureau will have a full T/O of five Russian monitors during the forthcoming winter season.

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ADMINISTRATION

1. Employees entitled to reimbursement for storage charges subsequent to 1 September 1952 may make claims through Bureau Administrative Offices on Form 33-59. Receipts for all storage payments, statements of payments certified by the storage company are required. The weight of the effects in storage must be indicated on the storage receipts or other document. Form 33-59 with supporting documents will be submitted in duplicate to Washington where payment will be effected. Claims should be presented not more frequently than once each six months.

2. Personnel Investigations: Security files are now being reviewed on a routine basis. In certain instances supplemental field investigation may be necessary in order to bring files up to date or to conform with investigative requirements. Investigators will be instructed to advise persons contacted that the investigations are routine. In the event an employee is advised by a friend or relative of such contacts, he should realize that the investigation is routine and should so inform the person mentioning it.

3. Illegibility of foreign names and places on Application for Employment forms (Personal History Statements) has caused the Security Office considerable difficulty. Administrative Officers are requested to instruct foreign national and native employees to print proper and place names on these forms.

4. Administrative Officers and personnel making reservations are advised that revised Foreign Service Travel Regulations authorize cabin class only for GS-11 and below on the following ships:

S.S. United States	S.S. America
S.S. Constitution	S.S. Independence

5. All shipments of household effects originating at overseas Bureaus for delivery in Washington shall be addressed as follows:

U. S. Despatch Agent for:
Name of Individual
c/o American Storage Company
2801 Georgia Ave., N. W.
Washington, D. C.

6. Bureaus are requested to advise the Chief FBIS via teletype promptly of the arrival or departure of personnel. Messages should include the actual date of arrival or departure rather than phrases such as "arrived on schedule." Hour of arrival or departure is not required.

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OPERATIONS

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1. [] of the BBC Monitoring Service visited FBID Headquarters and the West Coast, Tokyo, Hokkaido, Okinawa, and Saigon Bureaus, in accordance with agreement reached at the last FBIS-BBC Joint Coordination Committee meeting that visits of senior BBC staff members would be substituted for permanent BBC liaison officers at FBIS installations.

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2. [] was transferred from Foreign Documents Division and oriented in FBID operations, and assigned to the German Bureau in connection with the establishment of press clipping and analysis services in support of German Mission requirements.

3. Analysis of daytime tests and regular night schedules of the VOA megawatt transmitter in Okinawa indicates that no appreciable interference to the existing coverage of the Okinawa Bureau has resulted from the VOA transmissions. No serious interference problems are foreseen so long as directional antennae adjustments are properly maintained by VOA.

4. The Okinawa Bureau cooperated with the 20th Air Force at the latter's request in testing an MIG airplane secured through the defection of a North Korean pilot. Air Force personnel were given access to bureau facilities for the purpose of monitoring test measurement signals and maintaining air to ground communications outside the range of normal USAF operations.

5. The Broadcast Information Section supplied special reports as indicated:

a. A report on broadcasting stations in the Republic of Panama for OIR, Department of State, for incorporation into Section 43 of NIS 77.

b. A report on the broadcasting system of East Germany, for ORR, CIA.

c. A report providing raw information and statistics on Soviet broadcasting and related jamming, for OIR, Department of State.

6. The increased contributions of broadcast information from the Austrian, German and Saigon Bureaus are proving extremely helpful and are acknowledged with appreciation, as are also the special surveys of Soviet Home and International Services frequencies by the Mediterranean and Okinawa Bureaus respectively.

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EDITORIAL COMMENT

All Bureaus

1. Editors and monitors are assured that nonpublication of long speeches and documents in the DAILY REPORT by no means indicates that such items have been discarded. Although every effort is made to publish such material, it is occasionally found expedient because of time, space, or manpower limitations to pass items of interest but of a more or less special nature directly to appropriate consumers. An example was the Mediterranean Bureau's text of a Rankovic pre-election speech in Belgrade, which would have required some 17 pages in the Report: a shorter TANYUG version covering the salient points was received earlier from London and published. The Home Service text contained additional detail on internal conditions but was found to be largely a reiteration of points already brought out in Yugoslav speeches and commentaries. The text was passed directly to a major agency consumer who is in a position to make known to other analysts any details worthy of note.

2. It should be emphasized that special arrangements are always made to assure publication of such important documentary material as the Mediterranean Bureau's 41-page 8 September transcript of Premier Chervenkov's Liberation Day speech. The direct-distribution method is used only in exceptional cases. Editors are assured that the filing of such items as the Rankovic speech is a definite and positive contribution.

3. It is almost useless to send anything less than full text of any item referring to atomic bombs, physics, chemistry or related scientific material because of the tremendous consumer interest. Full text should be mandatory in such cases unless a complete piece containing all of the information can be excerpted out of a long commentary or review which covers a variety of different subjects; in such event, a parenthetical remark of explanation from the Field Editor will forestall an immediate request for full text.

London Bureau

1. The copy filed in the past month on the Soviet agricultural decree and on the subsequent related decrees has been voluminous and valuable. The FYI's published by our wire service receive a speedy response from consumers in both our agency and in the State Department who want full texts as quickly as possible. They have regularly requested flimsies and duplicate carbons so that they do not even have to wait for the publication of the DAILY REPORT.

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It is worth while to recapitulate the decrees, together with their length, to indicate the scope of the achievement:

DAILY REPORT DATE	BROADCAST DATE	ITEM AND PAGES
1. Sept. 14	Sept. 14	CPSU Agriculture decree of Sept. 7 (50)
2. Sept. 18	Sept. 15	Khrushchev report on agriculture (76)
3. Sept. 28	Sept. 26	Livestock decree (47)
4. Oct. 1	Sept. 29	Potatoes and vegetables decree (33)
5. Oct. 2	Oct. 1	Machine-tractor station decree (35)
6. Oct. 26	Oct. 23	Trade decree (21)
	Oct. 24	Mikoyan Speech (47)
7. Oct. 29	Oct. 27	Decree on Quality of Consumer Goods (29)
		(Total: 338 pages)

This broadcast material constitutes the earliest complete text of these decrees available to Agency and State Department analysts. To judge from the alacrity with which these users respond to our FYI's and the appreciation they show for the prompt processing of the material, both field and DAILY REPORT editors may be proud of this achievement.

The material on the whole was received in good shape from the field, so that the work of the DAILY REPORT editors was facilitated. It might be well to keep in mind in the field that in any kind of statistical report, tabulation of figures expedites the reader's job. In several cases in these reports, it would have been preferable to have published tabulations, but time cannot always be taken to do the columnar work if the field bureau has not already established the pattern.

2. The prompt FYI's notifying the DAILY REPORT of multitake items enable Washington editors to alert readers of the REPORT and inform them when they may expect publication. Any information on delays which may occur in filing and estimates of resumption of transmission are also useful.

3. Other FYI's coming periodically from London are useful and are regularly published in the DAILY REPORT, with occasional modification -- as, for example, the comments on the elections to the Academy of Sciences on October 20.

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4. On the whole it has been found that the "Editorial Report" as a category is not a very successful type of item for DAILY REPORT use, entailing a considerable amount of reediting (usually changed to a Summary or Summary with Quotations) — for example, the Shmelev NEW TIMES article on the Home Service, Oct. 26, 1953, 2300 GMT.

5. It might be well to call attention to a few matters of style and spelling: Attlee, Lippmann, Clare (not Clair) Luce, Skeptic, Tsentrosoyuz (not Centrosoyuz; Ts as in Tsar).

6. In the Roundup the topic headings seem to be a great improvement over the previous broad categories.

7. It might be possible to explain to EBC that in most cases where possible Home rather than TASS versions of important commentaries, PRAVDA pieces, etc. are preferred, if for no other reason than that the pieces can be distributed to wider (press) audiences.

Mediterranean and Hokkaido Bureaus

1. The extensive coverage on the regional Supreme Soviet meetings has been impressive and valuable, as for example, the Ukraine session, and particularly the 60-page speech on agriculture delivered by Secretary Kirichenko, broadcast on October 18 and published by FBIS on October 23.

2. Again, the prompt FYI's on this kind of material and any information about delays in transmission, etc., which will help in alerting interested consumers are appreciated.

3. The FYI's on the relaying of the All-Union decrees or important material broadcast originally by the Home Service are prompt and good. It has generally been possible to publish all of them.

4. The DAILY REPORT is experimenting with a log of all regional items in an effort to control the material and to keep a record of incoming items. At present the file is organized on an area basis according to Republics and constitutes a daily listing of all published items for easy reference.

5. In order to have a complete and current roster of high-level Republican personnel, the departmental USSR Section and library have been trying to bring up to date all files on regional officials, including all recent changes and the filling in of gaps wherever possible. The field bureaus are very helpful in sending FYI's on new personnel. For almost all of the Republics FBIS monitored information is the chief source for the State Department Biographic Service.

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East Coast Bureau

A recent Brief on Soviet training of Chinese railway workers should not have been slugged "Chinese Brief." Reportage from Soviet Orbit countries is customarily published in the DAILY REPORT according to source, not reference. An item from a Hungarian transmitter should be marked in such a way that copy will be distributed to the Eastern Europe Section rather than Far East, for example:

AFP and REUTERS summations of the Soviet note on the Lugano Conference were handled promptly and gave the only publishable indications of the content of the note until the official TASS release came out some time later. It might be well to watch TASS handling in the future of such vital material, in the event that the very late release of the "Lugano note" by TASS indicates a new trend in disseminating official Soviet communications. This may be an isolated case, but if it marks a new policy, FBIS will be more than ever dependent on East Coast press agency coverage.

West Coast Bureau

Recent Peking Government official announcements have been released for the first time at 0930 GMT by Radio Peking, and the Bureau editors have been very prompt in dispatching pertinent FYI's. It would be appreciated, however, if such FYI's included approximate length of the material and reception quality. This will help the concerned editor here to "firm up" his DAILY REPORT space allocation.

Tokyo Bureau

More frequent incorporation of Editor's Notes in related material is greatly appreciated. Editors however are again cautioned against retention of such references as "today" and "here" in notes and Briefs rewritten from text, as the words are meaningless when lifted from date-lined text. There is no objection, of course, to use of them when it is clear what date "today" is and what place "here" is. For Japanese International Service Briefs, the preferred logograph is: "Tokyo, International Service, English Script...." Keep in mind that this material is published in the Restricted DAILY REPORT and should not be included with unrestricted Briefs. The abbreviation ROK, although acceptable, should not be used excessively.

Okinawa Bureau

Editors have shown an increased tendency to give incomplete identification of items being corrected. A brief description of the subject matter is essential for proper distribution of the correction. Greater

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uniformity is suggested regarding a style for Numeral Code namelists. An ideal list would read: "The group selected Tan Ying-chan (Numeral Code 6609 2019 2894) (Chuang--NCNA) as chairman and Hsieh Ho-chiu (6200 7729 4693) (Chuang--NCNA) as his deputy...."

RADIO PROPAGANDA BRANCH CON. LNT

1. The Branch continued to receive desk-level requests for more thorough analysis of Satellite broadcasts, most recently one for a regular "Trends and Highlights of Satellite Broadcasts." Requesters have been asked to assess the results of improvements now being effected before formulating specific additional requirements.

2. The Branch is planning a study of Soviet radio propagandists' use of satirical material. There has been some evidence of an increase in satirical items, and Radio Moscow has asked several audiences whether or not they would like to hear more of them. In support of this project it is requested that commentary lists note any items in satirical or other quasi-humorous forms. The study will seek to answer such questions as the following:

- a. Is satire reserved for certain themes or topics?
- b. Does the use of satire indicate that Soviet propagandists are more or less sensitive to a subject?
- c. Is satire more used in any particular language?
- d. Are some topics treated only satirically?

Any observations that the bureaus can submit on such questions will be welcomed.

3. Bureaus are reminded that the first Moscow comment on news events should be filed, even if the comment is routine or a restatement of previous charges. For example, none of the first several commentaries on the strike of ARAMCO employees in Saudi Arabia was filed.

4. During the recent WFTU Congress there were numerous instances of inadequate description in the commentary lists. Whenever Moscow carries excerpts of the speeches of delegates to international conferences, the commentary list should specify the area discussed and the main theme. However, if the item to be listed is a brief resume of speeches on different subjects by more than two delegates, the content of the speeches need not be specified; in these cases simply list the names of the speakers.

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5. Branch contributions to national intelligence estimates were continued during the month with reports on indications of Soviet and Chinese influence in Korea and of Sino-Soviet relations.

6. Radio Propaganda Reports on Soviet educational and cultural programs and on Chinese National Day slogans were published on the basis of drafts submitted by the West Coast and Okinawa Bureaus, respectively.

7. The Intelligence Problems series of Radio Propaganda Reports was continued with a study of the status of Chinese Communist political and economic consolidation. A high-level commendation was received for an earlier report on the same general subject.

8. A report on Bulgarian broadcasting, based in part on Mediterranean Bureau's quantitative breakdown of the Home Service, was contributed to State Department's "Psychological Intelligence Digest."

9. With the termination of Okinawa's quantitative work on Chinese regional broadcasts, the Branch wishes to express its appreciation to the Bureau for the excellent quality and professional presentation of this quantitative data over the past year.

10. Recent cablegrams from the Moscow Embassy indicate that there has been in graphic media some resurgence of "Hate America" propaganda along the lines of the campaign carried out in the spring of 1952. While the Soviet commentary lists enable us to keep close tabs on this kind of material in the central home service, there is no similar check on the regional transmitters. It therefore is requested that all regionally originated Soviet material in the following categories be filed to Washington.

- a. Atrocities in Korea;
- b. Preparations for and use of bacterial warfare, radioactive dust;
- c. U.S. intervention in the Soviet Union during the Civil War, particularly atrocities committed against Soviet citizens; and
- d. Racism, particularly the neo-Malthusian line that the United States seeks to exterminate "inferior" races.

The purpose of limiting "Hate America" material to these topics is to separate the more or less routine vilification of U.S. policies and institutions from the really vicious propaganda designed to inspire

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hatred of the entire American nation rather than the ruling class alone. If there are other kinds of material along these lines than those noted above which you think should be included, please bring them to our attention. If the volume of this material should increase to the point where wire-filing becomes a burden, an alternate method of reporting will be devised.

PERSONNEL CHANGES**1. New Employees:**

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Clerk-Steno	Office of the Chief	50X1
Guard	Santa Rosa Station	
Mail & File Clerk	Administrative Staff	
Info Spec (Fgn Brdcast)	Editorial Branch	

2. Separations:

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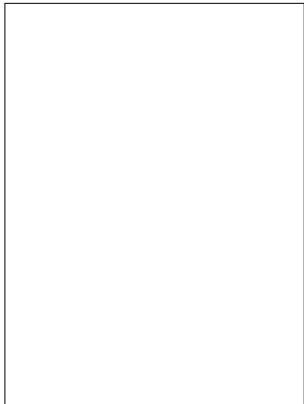
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3. Reassignments:

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<u>From</u>	<u>To</u>	
Info Spec (Fgn Brdcast)	Info Spec(Fgn Brdcast)	50X1
Editorial Branch	Okinawa Bureau	
Elec Engineer(Radio)	Radio Operator	
Okinawa Bureau	West Coast Bureau	
Radio Operator	Radio Operator	
West Coast Bureau	Santa Rosa Station	
Info Spec(Fgn Brdcast)	Info Spec	
West Coast Bureau	Editorial Branch	
Elec Engineer(Radio)	Elec Engineer(Radio)	
West Coast Bureau	Santa Rosa Station	
Radio Operator	Radio Operator	
West Coast Bureau	Santa Rosa Station	
Info Spec(Fgn Brdcast)	Info Spec(Fgn Brdcast)	
Okinawa Bureau	Editorial Branch	
Info Spec(Fgn Brdcast)	Info Spec(Fgn Brdcast)	
Mediterranean Bureau	Editorial Branch	

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Radio Operator
West Coast Bureau

Radio Operator
Santa Rosa Station

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Mono-Monitor
West Coast Bureau

Info Spec(Fgn Brdcast)
Editorial Branch

Info Spec(Fgn Brdcast)
German Bureau

Info Spec(Fgn Brdcast)
Editorial Branch

Elec Engineer(Radio)
Okinawa Bureau

Elec Engineer(Radio)
West Coast Bureau

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